



## STATE OF INDIANA

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STATE EMERGENCY MANAGEMENT AGENCY  
DEPARTMENT OF FIRE AND BUILDING SERVICES  
PUBLIC SAFETY TRAINING INSTITUTE  
INDIANA GOVERNMENT CENTER SOUTH  
302 W. WASHINGTON ST., ROOM E208  
INDIANAPOLIS, IN 46204

### Emergency Management Training Course Announcement

The Public Safety Training Institute, Emergency Management Training Academy will present the following training course:

### **DEVELOPING AND MANAGING VOLUNTEERS**

#### Who Should Attend?

Emergency management personnel, first response agencies (fire, law enforcement, emergency medical services, etc.), volunteer disaster agencies, public works, and elected officials from all levels of government will benefit from a thorough understanding of volunteer management programs.

This course is a *Professional Emergency Management Basic Level requirement* and is one in the Federal Emergency Management Agency (FEMA's) *Professional Development Series*. It is *only being offered once this fiscal year*. It is designed for emergency management professionals with current or potential responsibility for managing volunteers or volunteer programs.

#### Course Description

This **two-day** course offers training in identifying volunteer resources and recruiting, assigning, training, supervising, evaluating, and motivating volunteers. The course also focuses on coordinating with voluntary agencies (VOLAGs), Voluntary Organizations Active in Disaster (VOAD), community-based organizations (CBOs), such as church groups or food banks, professional groups, such as physicians and mental health counselors, and business and industry. It also addresses special issues, such as spontaneous volunteers, stress management for volunteers, and legal issues, such as workers' compensation, insurance, safety and risk management, and liability.

#### Administrative Information

The course will be conducted **April 19-20, 2005 at the Emergency Management Training Academy at Grissom AFB in Peru, Indiana**. Registration starts at 8:30 A.M. The course will begin at 9:00 A.M. and adjourn at 6:00 P.M., daily, with a one-hour break for lunch.

There is no charge for attending this course, however students will be responsible for their own travel and meals. Refreshments will be provided. The Emergency Management Training Academy will provide lodging through direct billing arrangements with hotels that will be listed in the acceptance letter to be sent out upon registration for the course. No lodging is provided for students residing within 50 miles of the training location. Participants who reside over 50 miles from the training location are eligible for overnight lodging for courses which are more than one day in length. Only those participants who reside 75 miles or more from the training location are entitled to lodging the night before a course.

To register, please complete the attached Training Application. Upon completion of the Training Application, please forward it to this office per the instructions indicated on the form. Class size is limited and you will be notified of your acceptance in the course. Registration is due no later than **April 12, 2005** to allow time for the preparation of course materials.

Please circulate this course announcement to members of your emergency response community and other agencies, organizations, or individuals having a role in emergency or disaster response.

If you have any questions concerning this course contact Ms. Amy Lindsey, State Training Coordinator at (317) 234-2539, e-mail: [alindsey@sema.state.in.us](mailto:alindsey@sema.state.in.us) or Mr. Josh Blair, Preparedness Secretary, at (317) 233-1090 or [jblair@sema.state.in.us](mailto:jblair@sema.state.in.us) for course registration.

Professionally,

Heather Stegerman  
Manager,  
Emergency Management Training Branch